

Approved:

10-19-11

ITEM #3

Corrected

# MINUTES

MEETING OF: LIBRARY BOARD OF TRUSTEES  
DATE OF MEETING: Wednesday, September 28, 2011  
PLACE OF MEETING: Carlsbad City Library Board Room  
1775 Dove Lane, Carlsbad CA

---

## CALL TO ORDER:

Chair Bob Benson called the meeting to order at 4:02 p.m.

## ROLL CALL:

Present: Library Board Trustees Benson, Bradley, Hinman and Hulsart

Absent: Trustee Lignante

Staff Present: Heather Pizzuto, Library Director  
Dave Curtis, Deputy Library Director  
Callie Ahrens, Principal Librarian  
Jessica Padilla Bowen, Community Relations Manager  
Steve Didier, Library Management Analyst

## APPROVAL OF MINUTES:

The minutes of the meeting held August 17, 2011, were unanimously approved by proper motion (Hulsart/Hinman) and vote.

## MONTHLY LIBRARY REPORTS:

The Board reviewed the report and had some questions about the Homebound Program and methods used to market the service. Community Relations Manager Jessica Padilla Bowen explained the various methods used including information on the website and posters in the facilities.

Trustee Hulsart asked if the Library had any information about the impact the San Diego County Office of Education–Migrant Program mobile unit had on new users of the library. Principal Librarian Ahrens responded that the Learning Center did not collect that specific information but that she would ask the staff from the mobile unit for the number of individuals they served.

Trustee Bradley mentioned the increase in e-book usage and asked if the Library had plans to provide instruction on how to download e-books and Library & Cultural Arts Director Pizzuto announced that a “gadget workshop” has been planned for the Dove Lane location for October 22<sup>nd</sup> and will offer hands-

**CITY NAMING RIGHTS POLICY REVIEW:**

Chair Benson announced to the Board that this item is being continued to the October meeting at the request of Parks and Recreation.

**GIFT ACCEPTANCE & RECOGNITION POLICY:**

Library & Cultural Arts Director Pizzuto advised the Board that the draft version of the policy which they reviewed previously was submitted to the City Attorney for legal review. The policy has been returned with no substantive changes and is presented for final approval.

By proper motion (Hinman/Hulsart) the Library Board of Trustees approved the Gift Acceptance and Recognition Policy.

**SUMMER READING PROGRAM RECAP:**

Teen Services Librarian Darin Williamson was on hand to answer any questions the Board had on the statistics report contained in the agenda packet. He explained that the Summer Reading Program provides the opportunity for the Library to serve a diverse group of individuals, offers the opportunity for teens to volunteer for community service, and is supported by a large donation from the Friends of the Library but also by 20-30 different businesses and organizations within the community. During the seven weeks of the program the Library experiences the largest number of visits, items borrowed, and program attendance.

**STATE LIBRARY REPORT:**

Library Management Analyst Steve Didier was on hand to answer any questions the Board had on the report which had been provided in their packet.

Trustee Bradley asked about the change in the virtual visits to the Library column. Management Analyst Didier explained that the State Library wants only outside visits to the website reported and currently the Library is not able to separate outside visits from website use on computers located in the Library, but is investigating possibilities of capturing the information in the future.

By proper motion (Hulsart/Bradley) the Library Board approved the State Library Report for submittal.

**COMMUNITY GRANTS REPRESENTATIVE:**

In response to the request from Housing and Neighborhood Services for a representative from the Library Board of Trustees to serve on the Community Grants Committee this year, Trustee Bradley volunteered and the Board accepted her offer.

## **DIRECTOR'S REPORT:**

Library & Cultural Arts Director Pizzuto reported on the following:

**Theft of Library materials** - Because of an active and observant Cole Library staff who saw and heard things that did not seem usual, an individual was confronted and police called. The Carlsbad Police department pursued the issue and discovered a large quantity of library materials belonging to this library as well as several in the county. A list of recovered materials has been provided but these may not be returned until the case is closed. This is currently an open investigation, with the next court date in early October.

**Power outage** – The Dove Lane facility has a generator and was able to continue to provide services until 6:00 p.m. when the City decided to close all facilities. Neither the Cole Library nor the Learning Center have backup generators and were without computers, etc. All three facilities experienced some interruptions in telephone service, but were able to open the next day with very little problem. The City held a debrief on lessons learned as the magnitude of the outage far exceeded any experienced in the past.

**Library Survey & Life After 50 Grant** – The work has been completed and the final narrative for the grant has been filed with the State Library but we have not received the final report from BW Research on the results of the combined telephone resident survey, the one conducted with library visitors, and the focus group.

**Library card sign-up month** - During the month of September the Library offered free replacements for lost or damaged library cards to also market the Library's recently updated privacy & security policy which will require patrons to present their cards for Library services.

**Annual Staff Training Day** - The Library will be closed until 2:00 p.m. on Tuesday, October 18<sup>th</sup> for its annual staff training day. Major topics will include an introduction to the City's new timekeeping & human resources management system, an update on the City's Best Value Service program, and an in-depth look at the Library's top notch services and programs.

**Halloween on Elm Street** – The second year for this event is scheduled for Saturday, October 29.

**Best Value Services Plan** – The City Council received a report and proposed plan for the program at a Council Workshop and that presentation is currently being shared across the City in order for staff to have the opportunity to understand the process and ask questions. The program has multiple phases starting with the identification of each department's major lines of business which will be used to evaluate what lines might be delivered more effectively or efficiently in order to provide the highest quality services at the best value.

**Recruitments** - The previously frozen Technology Librarian position recruitment resulted in over 100 applications. Human Resources conducted the initial screening, reducing the number to 40 for Library

applications. Human Resources conducted the initial screening, reducing the number to 40 for Library review. The number has been further reduced to a more manageable number for the interview panel. The Library has also filled several hourly positions.

**Library Board Meeting location -** In order to maximize the presence of a quorum for the meetings the remaining meetings for this calendar year will be held at the facility on Dove Lane.

**FOUNDATION REPORT:**

Trustee Hulsart reported that the Mini-golf event drew more than 250 players and the relocation of the entertainment and food vendors to the front of the Library was well received. Final numbers on the proceeds are not yet available but there was a disappointing number of corporate sponsors for the event this year.

**FRIENDS OF THE LIBRARY REPORT:**

Trustee Hulsart, also reporting for the Friends, announced their upcoming Better Books Sale will be held at the Cole Library on October 29 and 30 and the Garden Club will be partnering with them at the event again. Also scheduled is the Holiday Boutique in the bookstore on Dove Lane beginning December 5.

**NSDC GENEALOGICAL SOCIETY:**

Secretary of the Society, Jean Tempke, was on hand to provide a recap of the programs during the month of September and to preview upcoming program topics. She also announced the four week genealogy classes continue with another series beginning tonight.

**LIBRARY BOARD COMMENTS:**

Trustee Bradley commented on how much she liked the newly combined calendar of events.

**PUBLIC COMMENT:**

None present.

**ADJOURNMENT:**

By proper motion (Bradley/Hulsart) and vote the meeting was adjourned at 4:50 p.m.

  
Cissie Sexton

Administrative Secretary